

United States Department of Agriculture



Natural Resources Conservation Service
75 High Street, Room 301
Morgantown, WV 26505

December 9, 2005

WEST VIRGINIA BULLETIN NO. WV-250-6-2

SUBJECT: Protracts Contract Payments

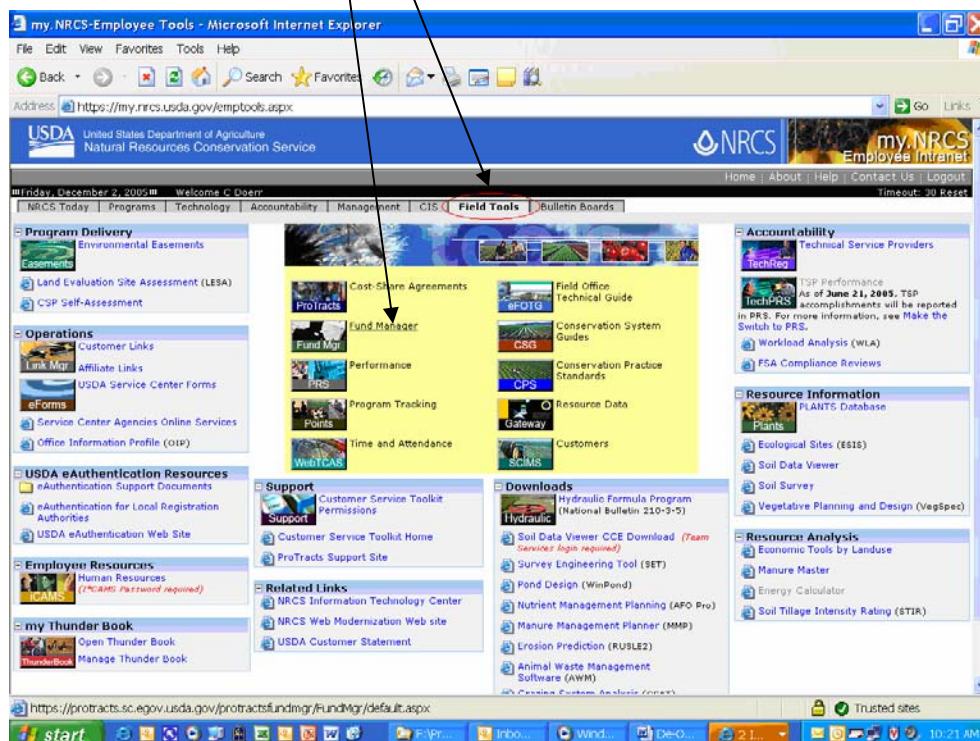
Purpose. To relay procedure for viewing contract payment information in Protracts Fund Manager.

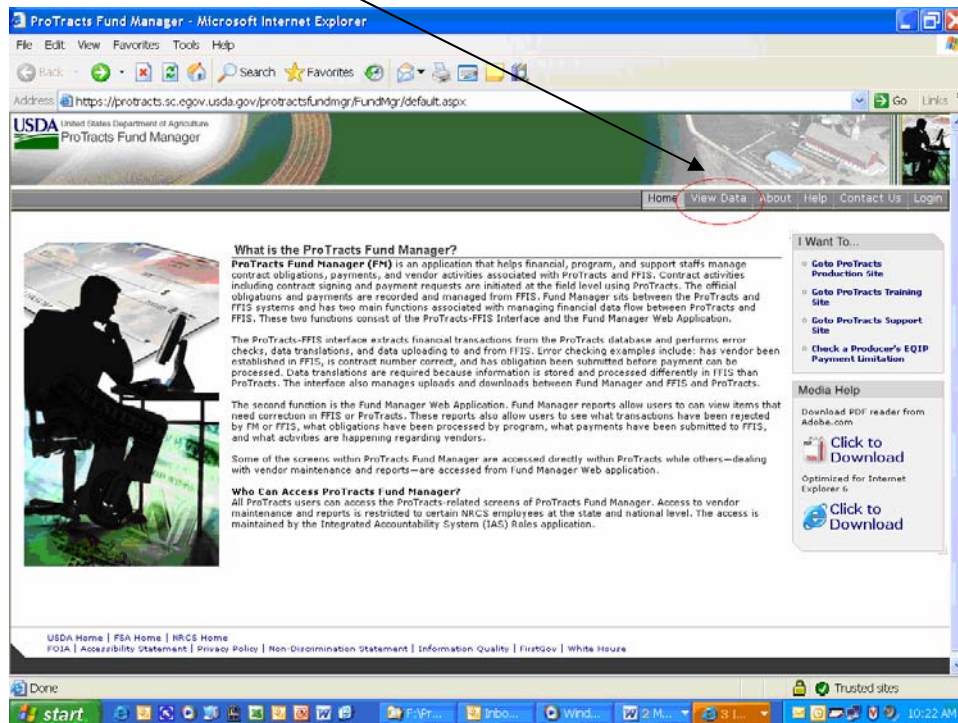
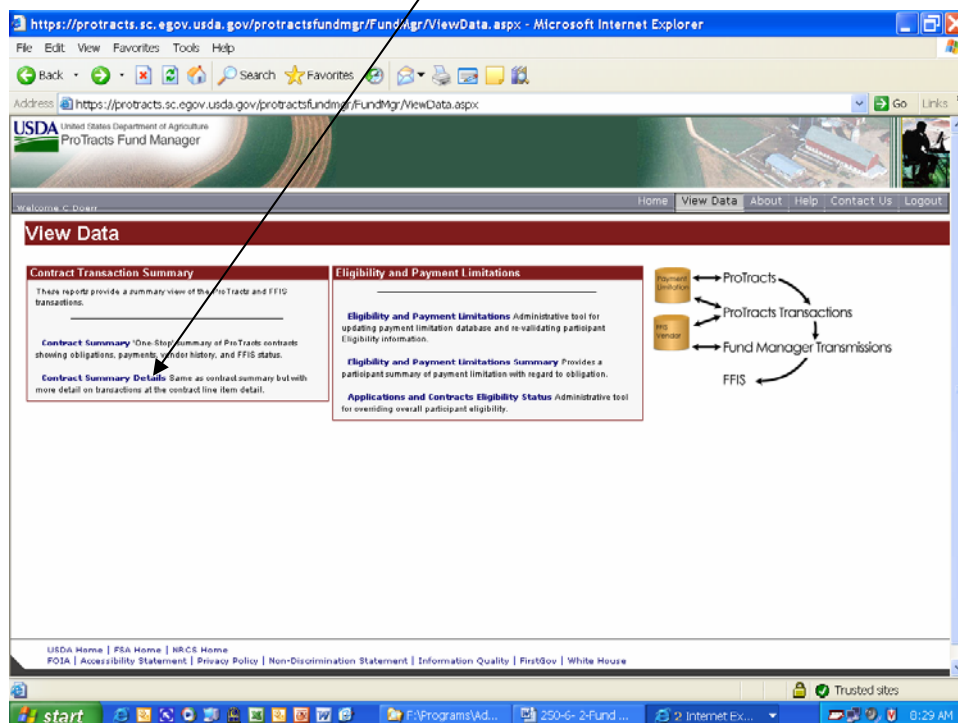
Expiration Date. This bulletin expires September 30, 2006

Field office staff can now view contract information in Protracts Fund Manager to determine if payments have been completed, modifications approved, funds remaining in a contract, etc. Using this procedure will eliminate the need for notification from the Financial Management staff and allow Field Office staff to ascertain this information whenever the need arises. *These procedures are for contracts in ProTracts Only.*

Procedure for viewing transactions completed in Protracts contracts:

1. Log in to **MY.NRCS**
2. Select **Field Tools**
3. Select **Fund Manager**

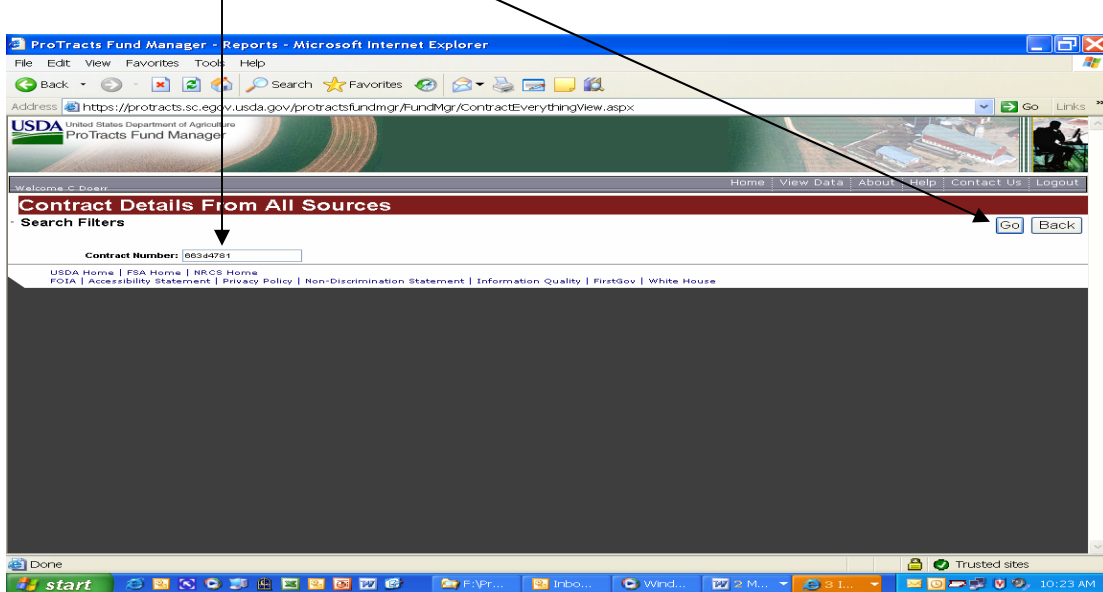


4. Select View Data5. Select Contract Summary Details

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6. Enter contract number, click on **GO**



7. This will bring up the following screen with payment information, etc.

The screenshot shows the ProTracts Fund Manager interface in Microsoft Internet Explorer. The address bar displays the URL: https://protracts.sc.egov.usda.gov/protractsfundmgr/FundMgr/ContractEverythingView.aspx. The page title is 'Contract Details From All Sources'. Below the title, there is a 'Search Filters' section with a 'Contract Number' field containing '743D475A868'. To the right of this field are 'Go' and 'Back' buttons. The main content area displays 'Protracts Transactions' with a 'Transaction Header' table and a 'Transaction Details' table.

Contract State	Contract County	Contract Number	Contract Type	Contract Participants	Program	Obligation Vendor Code	Obligation Amount	Payment Amount	Adjusted Amount
WV	JACKSON	743D475A868	74	1	EQIP	289623498 A	0	0	0

Line Item No.	Vendor Code	Amount	Fund Code	Fund Fiscal Year	Practice Code	Practice Name	Payment Comments	Final Payment	User ID	Trans. Date	Creation Date	Trans. Desc.	Type	Status	State	Program	Status Date	Trans. Comments
1	289623498 A	2400.00	76F	2005	642	Water Well	STEVEN W WHITE	False	021321	5/24/2005 1:05:52 PM	5/24/2005 4:31:03 PM		Obligation	Submitted	WV	EQIP	2005-05-24	Submitted.
2	289623498 A	480.00	76F	2005	614	Watering Facility	STEVEN W WHITE	False	021321	5/24/2005 1:05:52 PM	5/24/2005 4:31:03 PM		Obligation	Submitted	WV	EQIP	2005-05-24	Submitted.
3	289623498 A	2016.00	76F	2005	757	ANIMAL USE AREA PROTECTION	STEVEN W WHITE	False	021321	5/24/2005 1:05:52 PM	5/24/2005 4:31:03 PM		Obligation	Submitted	WV	EQIP	2005-05-24	Submitted.
4	289623498 A	6740.00	76F	2005	313	Waste Storage Facility	STEVEN W WHITE	False	021321	5/24/2005 1:05:52 PM	5/24/2005 4:31:03 PM		Obligation	Submitted	WV	EQIP	2005-05-24	Submitted.
5	289623498 A	3600.00	76F	2005	528A	Prescribed Grazing	STEVEN W WHITE	False	021321	5/24/2005 1:05:52 PM	5/24/2005 4:31:03 PM		Obligation	Submitted	WV	EQIP	2005-05-24	Submitted.

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8. Scroll down to FFIS Transmission Payments for payment details.

ProTracts Fund Manager - Reports - Microsoft Internet Explorer

Address: <https://protracts.sc.egov.usda.gov/protractsfundmgr/FundMgr/ContractEverythingView.aspx>

FFIS Transmission Obligations

— Obligation Header

Contract Number	Batch ID	Oblig. Doc. ID	Original Oblig. Doc. ID	Doc. Number (Trans. Number)	Doc. Status	Transmitted Date	Record Date	Doc. Action	Resp. Person	Doc. Description	Vendor Code	Alt. Payee Vendor Code	Alt. Payee Name	Doc. Total	Division
743D475A868	16970	275643	0	743D475A868	Accepted	5/24/2005 4:37:59 PM	5/24/2005 1:06:00 PM	Original Obl.	Carr, Delmas E		289623498 A			20051.00	WEST VIRGINIA

— Obligation Details

Line Number	Line Amount	Line Action	Doc. Action	Fund	Budget Fiscal Year	End Budget Fiscal Year	Budget Object Class	Job Number	Reporting Category	xOrganization	Program	Acceptance Date	Line Desc.
1	20051.00	I	Original Obl.	EQUIP	2005	0	4116			JACKSON		5/24/2005 12:00:00 AM	

FFIS Transmission Payments

— Payment Header

Batch ID	Payment Doc. ID	Original Oblig. Doc. ID	Doc. Number (Trans. Number)	Doc. Status	Transmitted Date	Record Date	Doc. Action	Doc. Description	Vendor Code	Doc. Total	Division	Comments To Print
29535	129641	275643	54060000422	Accepted	12/1/2005 4:40:11 PM	12/1/2005 4:39:00 PM	Payment		289623498 A	2032.48	WEST VIRGINIA	

— Payment Details

Line Number	Ref. Trans. Code	Ref. Trans. Number	Ref. Trans. Line	Line Amount	Final Payment	Treasury Sched. No.	Check No.	Deposit No.	Acceptance Date	Disbursement Date	Line Desc.
1	MG	743D475A868	1	2032.48					12/6/2005 12:00:00 AM		Item 1, Water Well (642)

FFIS Contract Status

Obl. Trans. Code	Contract Number (Obl. Doc. Number)	Obl. Line Number	Program	Vendor Code	Vendor Name	Division	Open Amount	Begin Budget FY	Trans. Code	Budget Object Class	Doc. Date
MO	743D475A868	001	EQUIP (76F)	289623498 A	STEVEN V WHITE	WEST VIRGINIA	20051.00	2005	MO	4116	5/24/2005 12:00:00 AM

If you have any questions or need additional assistance, please contact Herbert Andrick, ASTC-Programs, 284-7560 or Beth Bishop, Budget Analyst, at 284-7559.

/s/

RONALD L. HILLIARD
State Conservationist

Dist: A
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